



## HOPE Volleyball 2019 Volunteer Roles

<p><b>Site Set-up (Friday, June 14)</b> 10:00am – 5:00pm</p>	<p>You're responsible for making sure everything is ready to go for Saturday!</p> <ul style="list-style-type: none"> <li>• Assemble and install nets, poles, and ropes</li> <li>• Tighten nets, pound stakes, etc.</li> <li>• Set up tables and tents for the scoring / bar area / Charity Street / VIP area</li> <li>• Set up fencing for the bar area</li> <li>• Prepare/label/number game balls (air / labelling)</li> <li>• Wiring/power feed to DJ / speakers / Scoring</li> <li>• Insertions into team registration packages where needed (flyers, sponsor materials, etc.)</li> <li>• Unload equipment from vehicles</li> <li>• Direction provided by HOPE Site Manager</li> <li>• This job includes light physical labour</li> </ul>
<p><b>Registration</b> 7:00am – 10:00am</p>	<p>Help get teams organized and prepared for their games by handing out schedules and making sure captains have all the information they need.</p> <ul style="list-style-type: none"> <li>• Sign in teams as they arrive (direct Corporate teams to the VIP area to check-in separately)</li> <li>• Ensure Waivers are submitted by teams that didn't online waivers</li> <li>• Ensure team captains receive their team package</li> <li>• Provide general tournament information and direct players to the right resources (e.g. pledges)</li> <li>• Corporate teams will have a separate line for their check-in.</li> <li>• NEW this year: student teams will need to provide proof of Student ID and the name of the school that they attend. The majority of team must be students.</li> </ul>
<p><b>Pledges and Prizes</b> 7:00am – 10:00am</p>	<p>Pledges are a crucial part of HOPE Volleyball as it's how we raise funds for the 2 charities we support.</p> <ul style="list-style-type: none"> <li>• Collect, organize and record all pledges from participants</li> <li>• Identify players and teams that have reached certain pledge levels to receive prizes and be entered into draws (by 11:30am):             <ul style="list-style-type: none"> <li>○ Top 2 individual fundraisers</li> <li>○ Players who raised over \$150</li> <li>○ Players who raised over \$50</li> <li>○ Teams that have raised over \$1500</li> <li>○ Teams that have 3 or more players who have raised at least \$50</li> </ul> </li> </ul>

<p><b>Greeter</b> 7:00am – 10:00am</p>	<p>You're outgoing, bubbly, and ready to greet people and get them excited for the day!</p> <ul style="list-style-type: none"> <li>• Be an ambassador for HOPE</li> <li>• Greet players and spectators at site entrances and provide info and directions as required</li> <li>• Go out into the field and engage with participants</li> <li>• Ask how their day is going, ask for feedback, cheer for teams, etc.</li> <li>• Make HOPE's presence known – show that we are working hard to make the event enjoyable</li> </ul>
<p><b>Security</b> 9:00am – 6:00pm</p>	<p>Help ensure the tournament is running smoothly by keeping an eye on the event activities and reporting anything that is unsafe.</p> <ul style="list-style-type: none"> <li>• Security volunteers provide a visible security presence and help monitor the event grounds and entrances</li> <li>• Volunteers will assist professional security in and around the event site and will greet attendees at site entrances, provide site information and directions, and inform attendees of site regulations</li> </ul>
<p><b>Score Keeping</b> 9:00am – 4:00pm</p>	<p>This is what everyone is here for, to play volleyball! Scorekeepers ensure that the tournament rules are being followed and everyone is having a good time.</p> <ul style="list-style-type: none"> <li>• Maintain score sheets and ensure games are played according to HOPE tournament rules</li> <li>• Calculate scores to determine which teams are in the playoffs and inform team captains</li> <li>• Ensure that the score keeping is accurate</li> <li>• Know the rules for each division (e.g. no spiking in Beginners division)</li> <li>• Be familiar with the schedule, score sheets and score cards (including Competitive division)</li> <li>• Verify scores are entered correctly for first 2 rounds</li> <li>• Address any player concerns</li> </ul>
<p><b>Net Patrol</b> 9:00am – 4:00pm</p>	<p>Make sure that the volleyball fun keeps on flowing by checking on the nets and volleyball equipment to ensure that everything is in good working order for the players.</p> <ul style="list-style-type: none"> <li>• Know how the court #s are arranged on field; direct people to their courts as they arrive</li> <li>• Have schedule and master team list available</li> <li>• Check court conditions – adjust lines and nets if necessary</li> <li>• Identify courts that are in good condition for the playoff round</li> </ul>
<p><b>Silent Auction</b> 7:00am – 3:00pm</p>	<p>Pump up players about the prizes that are available so that we receive great bids to benefit the 2 charities.</p> <ul style="list-style-type: none"> <li>• Manage the list of Silent Auction prizes and bid sheets</li> <li>• Provide information about prizes to players as needed</li> <li>• Record the winning bids at the end of the auction and collect payment</li> </ul>

<p><b>Bar Stock</b> 9:00am – 6:00pm</p>	<p>You're strong and can handle lifting heavy items!</p> <ul style="list-style-type: none"> <li>• Primary duties include unloading items (ice, beverages) from the truck to the bar tent</li> </ul>
<p><b>Corporate Division VIP Area</b> 9:30am – 4:30pm</p>	<p>If you're friendly and can provide great customer service, then you're perfect for the Corporate Division VIP Area.</p> <ul style="list-style-type: none"> <li>• Greet Corporate teams as they arrive in the VIP area</li> <li>• Ensure that team captains have their waivers signed by all players</li> <li>• Hand out swag bags, water bottles, wristbands, and draw tickets to players</li> </ul>
<p><b>Bartender and Bar Ticket Sales</b> 10:00am – 6:00pm</p>	<p>You're making sure everyone is having a fun and safe time by responsibly selling the alcoholic drinks.</p> <ul style="list-style-type: none"> <li>• The bar team will sell tickets and serve beer, liquor and refreshments.</li> <li>• Note: All bartender volunteers must be 19 years of age or older and should be trained in SmartServe</li> </ul>
<p><b>Charity Street</b> 10:00am – 4:00pm</p>	<p>This area is manned by representatives from the 2 great charities!</p> <ul style="list-style-type: none"> <li>• Provide information to players and volunteers about the charities and the programs they offer</li> </ul>
<p><b>Live Auction</b> 11:30am – 1:30pm</p>	<p>Pump up players about the prizes that are available so that we receive great bids to benefit the 2 charities.</p> <ul style="list-style-type: none"> <li>• Manage Live Auction items and record information about the winning bids</li> <li>• Collect payment</li> </ul>
<p><b>Photographer and/or Videographer</b></p>	<p>Capture all the action and excitement of the day through pictures and videos!</p> <ul style="list-style-type: none"> <li>• Take pictures and videos throughout the event and supply them to the HOPE team to post social media and website</li> </ul>
<p><b>Site Takedown</b> 4:00pm – 8:00pm</p>	<p>Help us clean up Centre Island and make sure we leave it in great condition for the next people who use it.</p> <ul style="list-style-type: none"> <li>• Tear down tables, chairs and signage around the event</li> <li>• Load equipment onto vehicles</li> <li>• Direction provided by HOPE Site Manager</li> <li>• This job includes light physical labor</li> </ul>